



KENYA METHODIST UNIVERSITY

P O Box 267-60200, MERU,
Tel: +254-064-31206

Mobile: 0724256162
E-mail: vice-chancellor@kemu.ac.ke

Date Issued: 10th June 2025

Kenya Methodist University (KeMU) has issued the following Addendum to all bidders participating in the tender for provision of security services.

TENDER NAME: TENDER FOR PROVISION OF SECURITY SERVICES.

TENDER NO: KeMU/OT/007/2025

SUPPLIER APPRAISAL FORM

CATEGORY	CRITERIA	MAX MARKS (1-10)
Personnel (30 marks)	i. Professionalism of guards.	
	ii. Timeliness and attendance.	
	iii. Grooming and Presentation.	
Service Quality (30 marks)	i. Responsiveness to incidents.	
	ii. Do they keep proper records on the visitors incoming?	
	iii. Emergency handling and Adherence to SOP's.	
Supervision and Management (30 marks)	i. Site Supervision by management.	
	ii. Responsiveness to client needs.	

CATEGORY	CRITERIA	MAX MARKS (1-10)
	iii. Do they offer timely guard rotation and relief system.	
Compliance and Integrity (10 marks)	i. Legal/Regulatory and ethical compliance.	
TOTAL (100 MARKS)		

All other terms and conditions remain the same

Name:

Designation:

Sign & Stamp.....

**PROCUREMENT DEPARTMENT,
KENYA METHODIST UNIVERSITY**